

**M E M O R A N D U M**

TO: Cabinet Secretaries  
Constitutional Officers

FROM: Robbie B. Rudolph, Jr.  
Secretary

DATE: September 2, 2005

SUBJECT: State Travel

This week, Governor Fletcher announced that all non-essential state employee travel will be curtailed in response to the tightening supply of both gasoline and diesel fuels and the corresponding increase in cost. At that same time, he also directed the Transportation Cabinet to take steps to improve the efficiency of the state fleet and to maximize the use of alternative fuels.

In compliance with this directive, managers should notify their employees that, effective immediately, all business-related travel should be limited to that of an essential or urgent nature until further notice. In the event that an employee does need to travel for urgent state business, they are urged to utilize the state vehicle fleet.

In addition, I am asking that all Cabinet Secretaries, agency heads and constitutional officers to whom a state vehicle is assigned, should surrender that vehicle until such time as this crisis subsides. All Cabinet Secretaries, agency heads and constitutional officers should further examine, on a case-by-case basis, every vehicle permanently assigned to an employee in his or her agency to determine if that vehicle is essential for critical state business.

Please ensure that all agencies under your authority are aware of this directive and are in full compliance.

Your immediate attention to this matter is appreciated.